

Office of the Illinois State Treasurer
Position Description

Position Title: Accounting and Budgeting Intern
Division: Investments, Banking, & Finance
Domicile: Springfield

Position Summary:

The goal of the Treasurer's Office Internship program is to provide a worthwhile experience to students who are interested in understanding how government agencies and financial entities work together to provide vital services to the public. The Office of the Treasurer maintains departments including Investment Operations, Banking, Information Technology, Communications, Policy, Scheduling/Advance, Legal, and Unclaimed Property that offer hands-on opportunities to understand how a Constitutional Officer and their staff conduct essential job duties.

Supervision:

Reports to the Director of Accounting/Budget/Warrants

Duties and Responsibilities:

- Provides multifaceted support to the Director of Accounting/Budget/Warrant and divisional staff in administering core operations and executing assigned responsibilities
- Participates in the creation and review of financial reports, including annual GAAP packages, quarterly locally held fund reports, quarterly accounts receivable summaries, and year-end financial reports; and coordinates responses to inquiries by internal and external auditors
- Assists in monitoring and analyzing office expenditures and budgetary processes
- Helps with the review of public acts, statutes and any changes recommended, assessing their impact on Treasurer's Office operations and budgets
- Assists with maintenance and support of internally designed databases utilized by staff for participant support and marketing
- Under the guidance of the Director, participates in economic analysis and review for strategic planning toward mission execution
- Conducts research on the latest industry language and standards regarding information technology, privacy and security
- Contributes to the production of memos, standard operating procedures, analytical spreadsheets/visual representations and other special projects
- Assists with creation of specialized communication and correspondence activities
- Assists with daily office activities as assigned
- Performs other duties as required or assigned which are reasonably related to the duties enumerated above

Required Skills:

- Reliable and detail-oriented, excellent organizational aptitude
- Positive "can-do" attitude and strong overall work ethic
- Works well with others in a team environment
- Ability to multi-task and focus in a time-sensitive environment
- Strong written and verbal communication skills
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- Proficiency in Microsoft Office applications, including Word, Excel and PowerPoint

Accounting and Budgeting Assistant

Upon completion of this internship, you will have learned:

- How accounting operations are managed and executed in a governmental setting
- How budgetary processes are managed and executed in a governmental setting
- Best practices for accounting, research, project management, and communications